

Applying a Deferral to a Defect

Tech Log Application

Reference	Revision	Date
TL-UGA-DEF-002	1.0	14th July 2022

Overview

This guide details how to apply a deferral to an open defect through the Tech Log Application. Any deferral applied here will also show in the Web Dashboard (see TL-UGD-DEF-002).

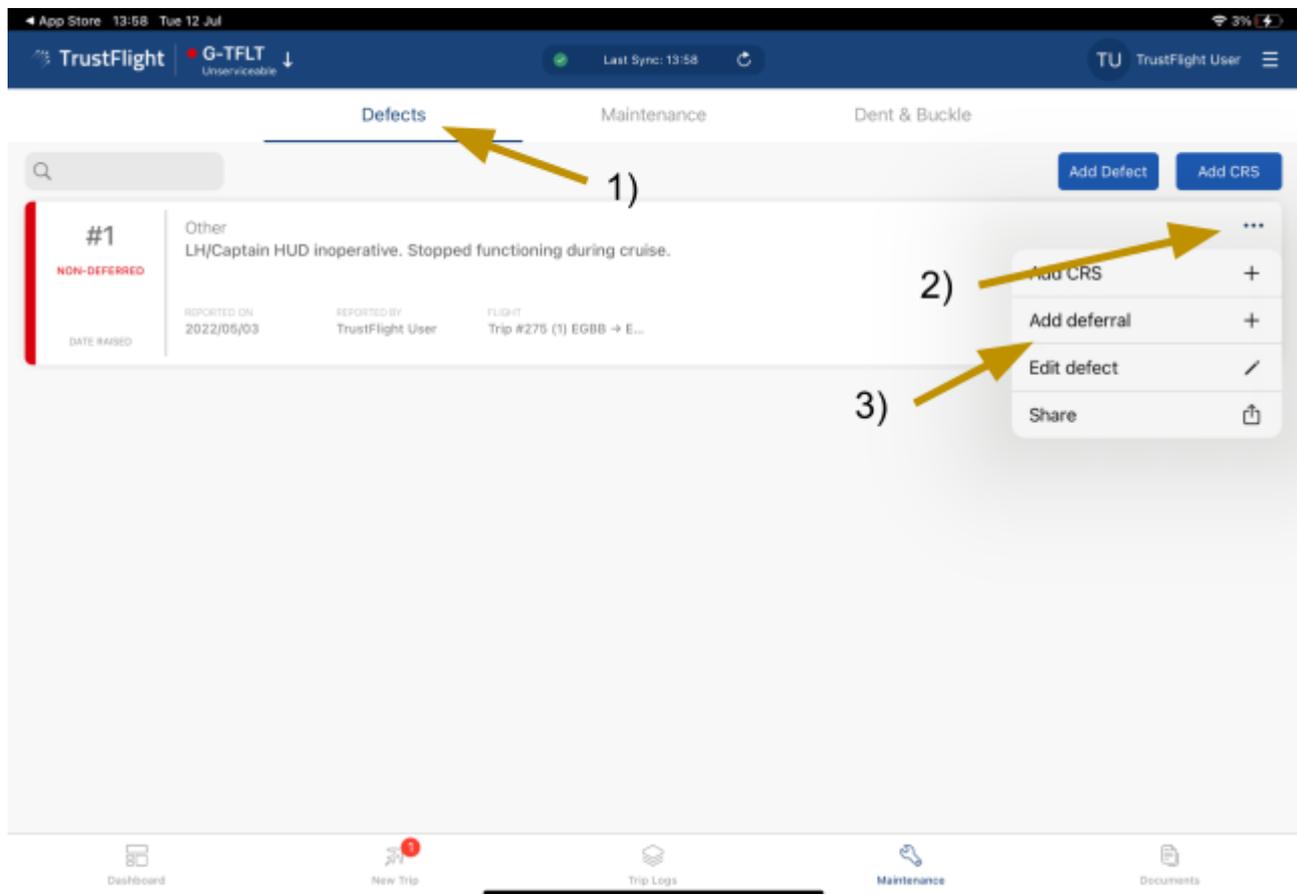
Prerequisites

A deferral can be applied only to defects in the “Non-Deferred” (red) status. Defects that were deferred at the same time they were raised, or those that have been resolved, are ineligible for deferral.

At present, any user with access to the aircraft via Tech Log Application will be able to apply a deferral in this manner. No enhanced permissions are required, however, a signature is mandatory to complete the process.

Applying a Deferral

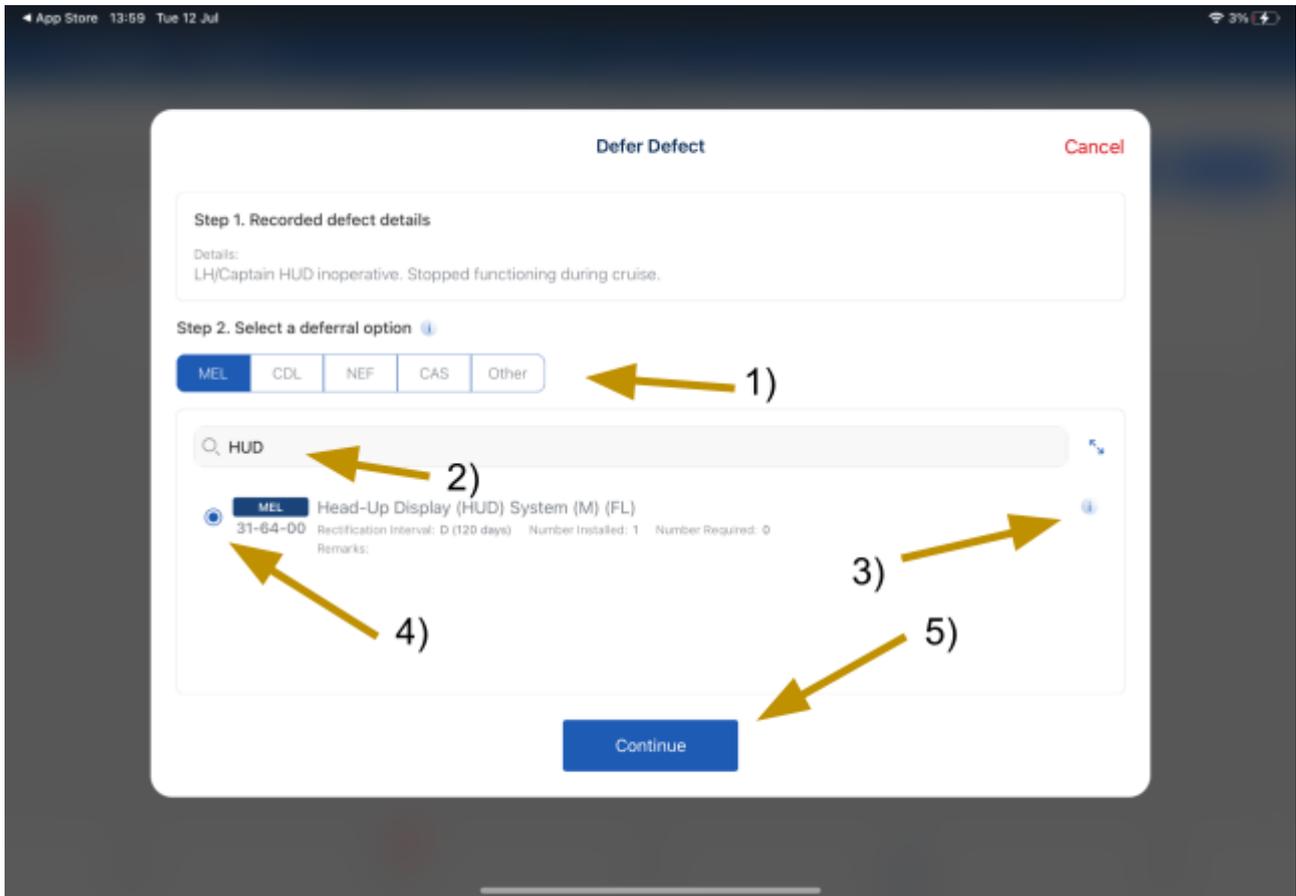
Starting the Add Deferral Flow



- 1) From the Maintenance Module, ensure that the **Defects** tab is selected
- 2) From the three-dot menu on the defect you wish to defer,
- 3) Select **Add deferral**

Select a Deferral Option

Flow Variant: MEL deferral, with a Digital MEL



Selecting **Add deferral** will start the **Defer Defect** flow.

- 1) Select the deferral option you wish to use. Note that your operational procedures may limit which deferral options you are permitted to use:
 - **MEL:** Minimum Equipment List
 - **CDL:** Configuration Deviation List
 - **NEF:** Non-Essential Equipment and Furnishings
 - **CAS:** Computerised Assessment System
 - **Other**

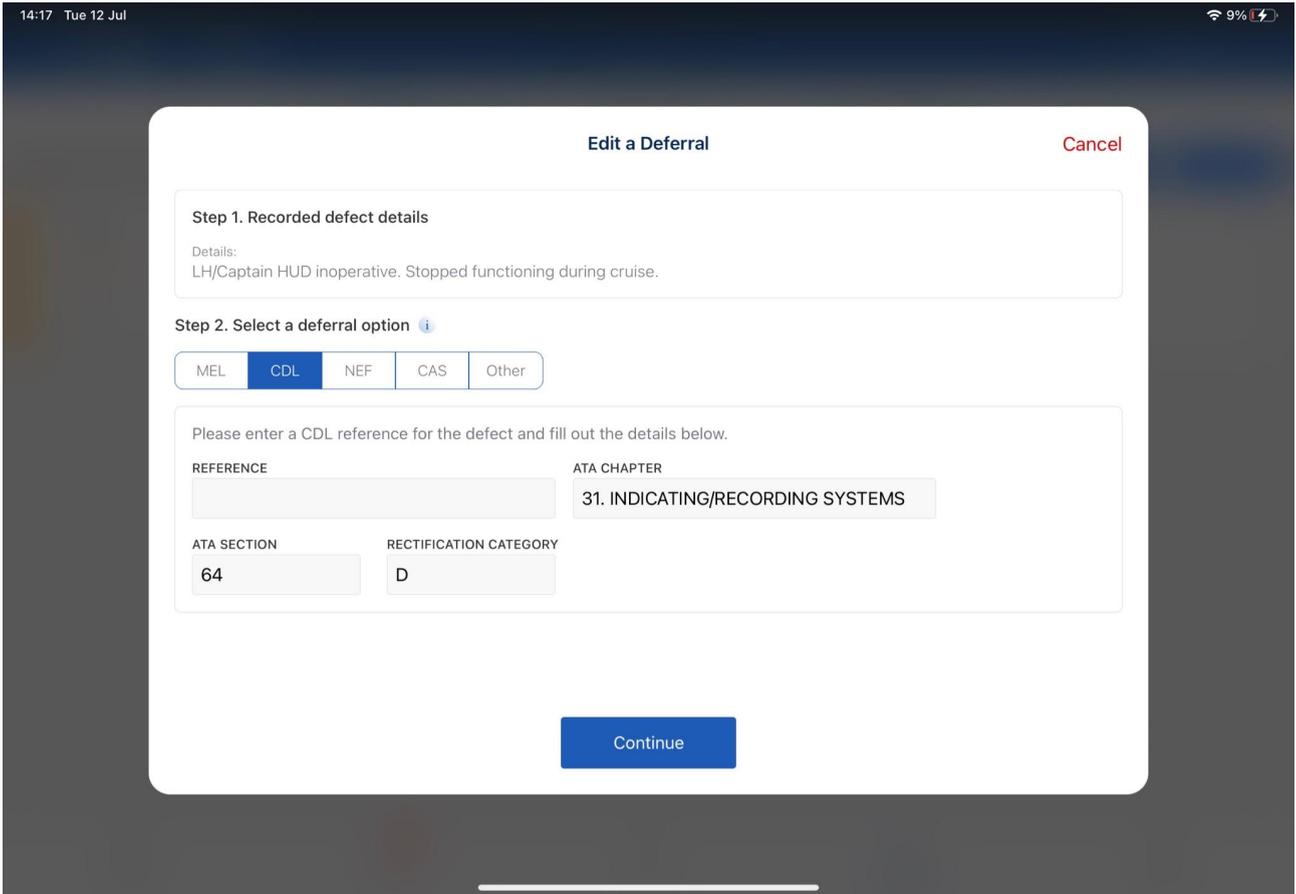
If you select MEL and your aircraft is configured with a Digital MEL, you will be presented with a searchable list of MEL items applicable to the aircraft. In all other cases, you will be required to manually enter details of the deferral. This example assumes the presence of a Digital MEL, please see the next flow variant for other deferrals.

- 2) (Optional) Search for keywords or references relating to the MEL item you wish to locate

- 3) (Optional) Use the (i) button to view additional information about the MEL item
- 4) Select the radio button next to the item you wish to defer against
- 5) Select **Continue**

If you are unable to locate the MEL item you wish to defer against, please confirm that you have typed your search query correctly. Your operational procedures may allow you to manually enter the deferral under the **Other** category at this point if you are still unable to locate the correct item.

Flow Variant: Deferral without a Digital MEL, or non-MEL deferral



The screenshot shows the 'Edit a Deferral' screen. At the top right is a 'Cancel' button. The screen is divided into two steps:

- Step 1. Recorded defect details:** Shows 'Details: LH/Captain HUD inoperative. Stopped functioning during cruise.'
- Step 2. Select a deferral option:** Features radio buttons for MEL, CDL (selected), NEF, CAS, and Other.

Below the radio buttons, a text input field prompts: 'Please enter a CDL reference for the defect and fill out the details below.' Below this are four input fields:

- REFERENCE: (empty)
- ATA CHAPTER: 31. INDICATING/RECORDING SYSTEMS
- ATA SECTION: 64
- RECTIFICATION CATEGORY: D

A blue 'Continue' button is located at the bottom center of the form.

Selecting **CDL**, **CAS**, **Other**, or **MEL** (when no Digital MEL is available for the aircraft) will show this same set of fields. Selecting **NEF** will only show the **Reference** field, and not **ATA Chapter**, **ATA Section** or **Rectification Category**.

The **Rectification Category** can be one of:

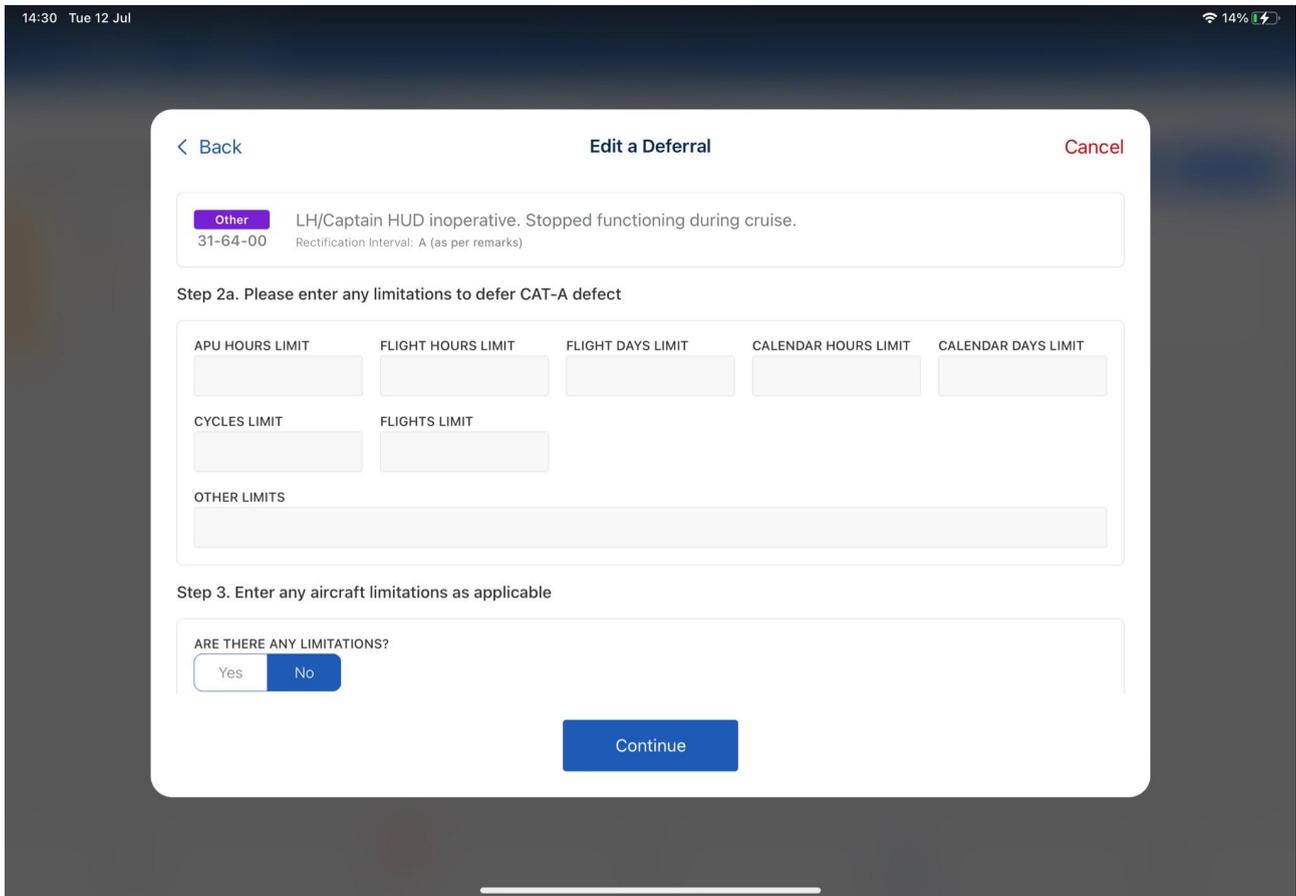
- Advisory Only: This defect will never expire
- A: Custom limits, defined in the next step
- B: 3 day validity
- C: 10 day validity
- D: 120 day validity



These deferral options can be used by entering the required information into the fields and selecting **Continue**.

Limits and Limitations

Variants: Category A Deferral



14:30 Tue 12 Jul 14% 

< Back Edit a Deferral Cancel

Other LH/Captain HUD inoperative. Stopped functioning during cruise.
31-64-00 Rectification Interval: A (as per remarks)

Step 2a. Please enter any limitations to defer CAT-A defect

APU HOURS LIMIT FLIGHT HOURS LIMIT FLIGHT DAYS LIMIT CALENDAR HOURS LIMIT CALENDAR DAYS LIMIT

CYCLES LIMIT FLIGHTS LIMIT

OTHER LIMITS

Step 3. Enter any aircraft limitations as applicable

ARE THERE ANY LIMITATIONS?
Yes No

Continue

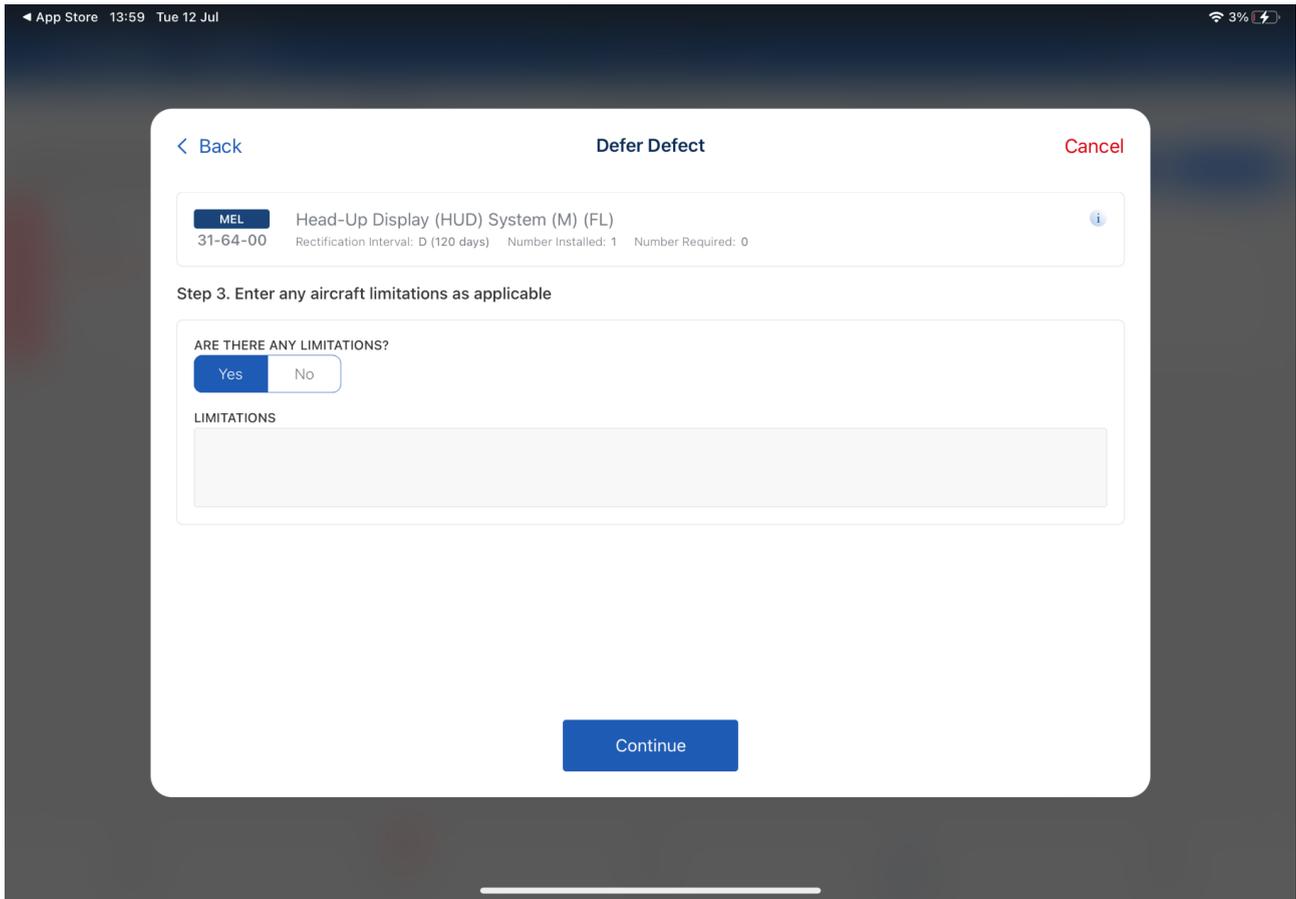
If you selected the **Rectification Category** of **A** in the previous step, you will be required to confirm any airworthiness limits. If using a Digital MEL, these will have been pre-filled for you, but many require adjusting. Please enter values only in the relevant fields labelled as **Step 2a** and leave unnecessary fields blank.

Any value entered in a box other than **Other Limits** will be tracked against the aircraft, turning the aircraft **Unserviceable** once they expire.

Text entered into the **Other Limits** box will be displayed prominently on the Application's Dashboard view while the defect remains unresolved. It is the responsibility of the crew to comply with any limit entered in this manner, and they will not automatically render the aircraft unserviceable at any point.

After completing **Step 2a**, proceed to the next step in line with **Variants: All Other Categories**, below.

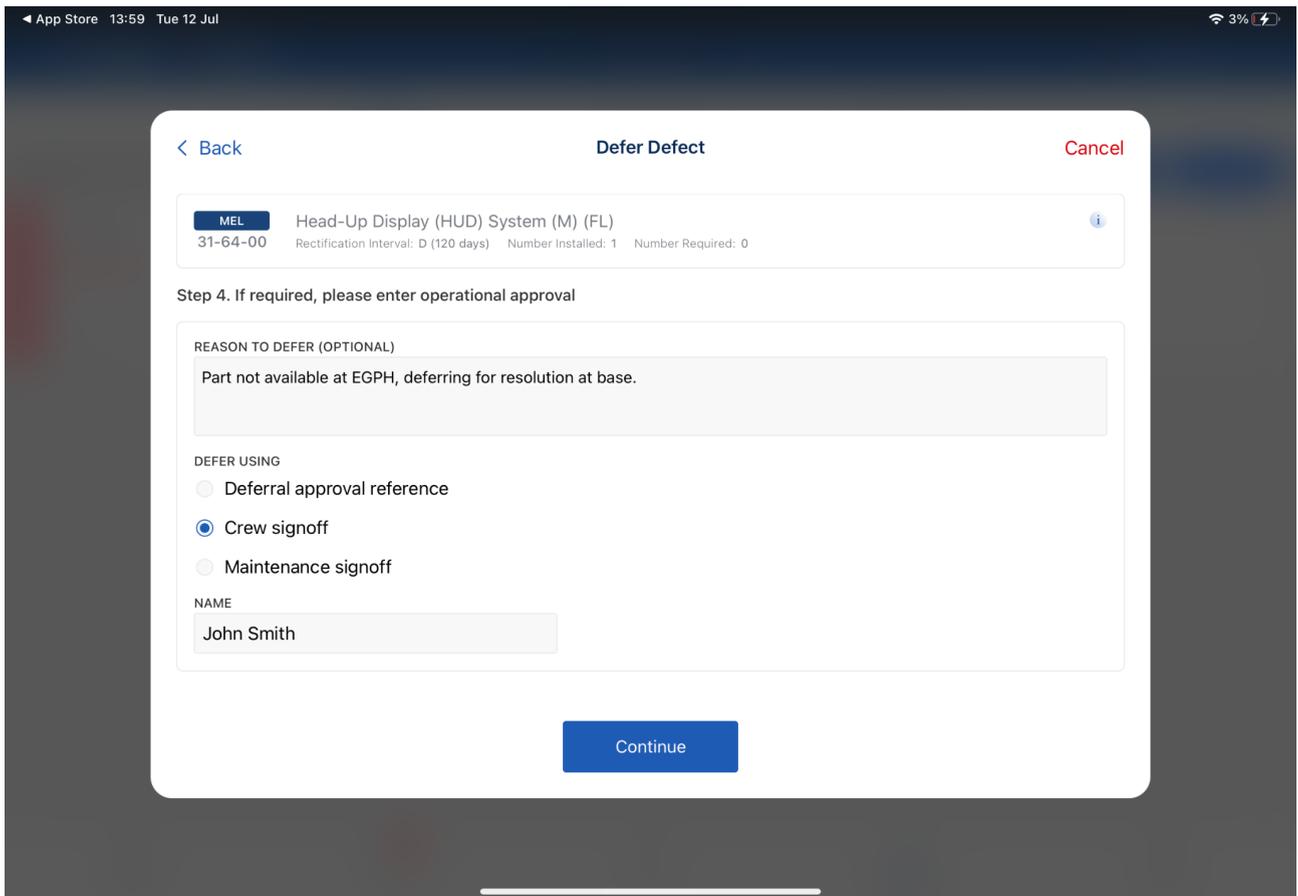
Variants: All other Categories



All other **Rectification Options** and **Rectification Categories**, except **NEF**, will request confirmation of any limitations imposed on the aircraft by this defect. In contrast to **Other Limits**, described above, these limitations must not influence the serviceability status of the aircraft, only impose some operational limit on the aircraft. In order to enter a limit, simply answer **Are there any limitations?** with **Yes** and enter the limitations in the text box before selecting **Continue**. If there are no limitations, ensure that **No** is selected, and then select **Continue**.

Any text entered into this box will be displayed in the Limitations tile on the Application's Dashboard view.

Deferral Action



App Store 13:59 Tue 12 Jul 3% 

[Back](#) **Defer Defect** [Cancel](#)

MEL 31-64-00 **Head-Up Display (HUD) System (M) (FL)** [i](#)
 Rectification Interval: D (120 days) Number Installed: 1 Number Required: 0

Step 4. If required, please enter operational approval

REASON TO DEFER (OPTIONAL)
 Part not available at EGPH, deferring for resolution at base.

DEFER USING

Deferral approval reference

Crew signoff

Maintenance signoff

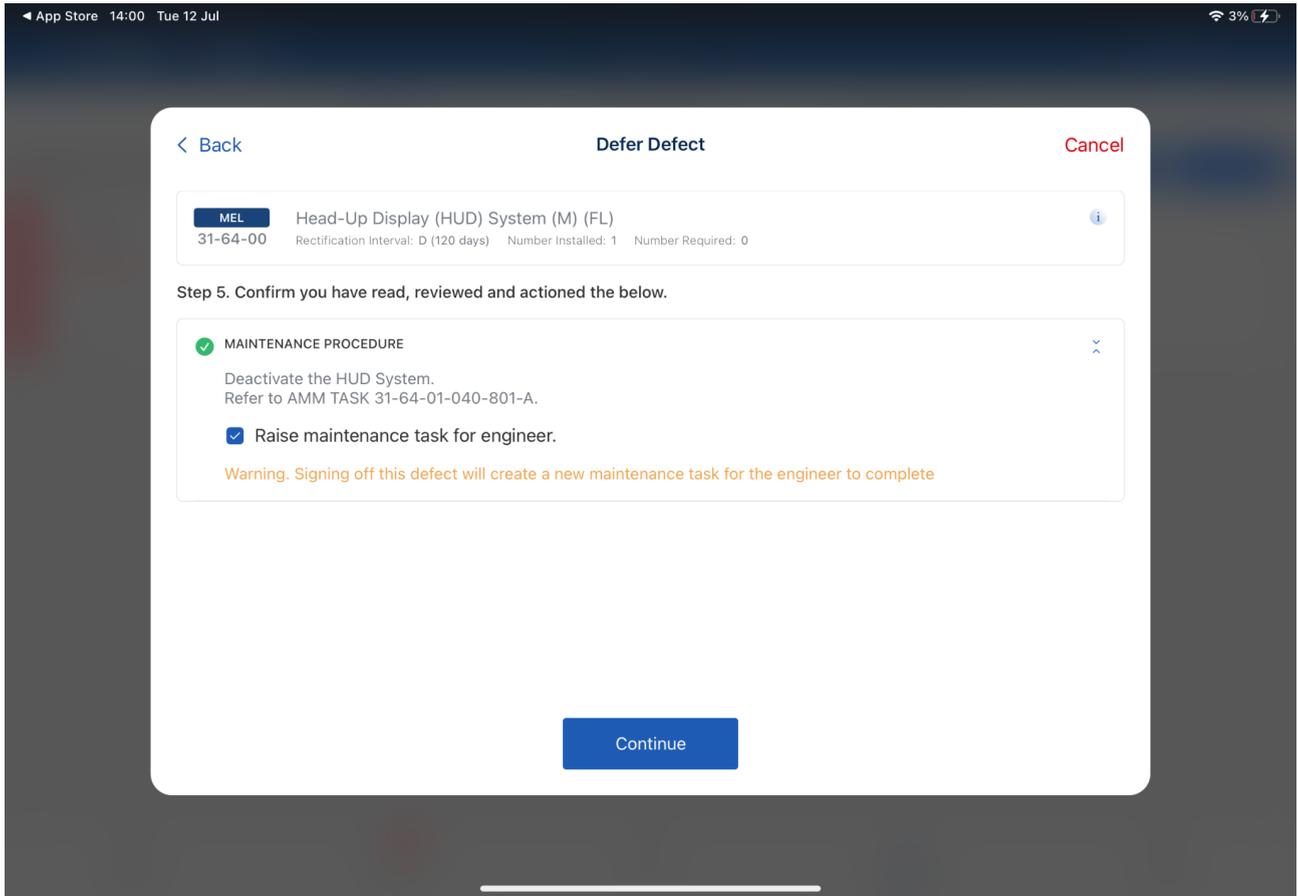
NAME
 John Smith

[Continue](#)

This step requires information about the deferral. The **Reason to Defer** is an optional field in the system (please check with your operational procedures), but a deferral authorisation is required ("**Defer Using**"). Please select one of the following options:

- **Deferral approval number:** when provided deferral authorisation by e.g. a Maintenance Control Centre, select this option. You will be required to select who is actioning the deferral, and enter the approval reference provided.
- **Crew Signoff** can be used when crew are authorised to perform deferrals, where the crew member must be selected, or a new crew member added to the system. Tapping on the **Name** field will display a list of available crew, with the option to add a new crew member.
- **Maintenance Signoff** is used when the deferral is performed by an engineer. As with crew, tapping on the **Name** field will display a list of available people, with the option to add a new person. A **Part 145** number and **Engineer Licence / Authorisation Number** can be provided, as required by your operational procedures.

Required Procedures (Digital MEL Only)



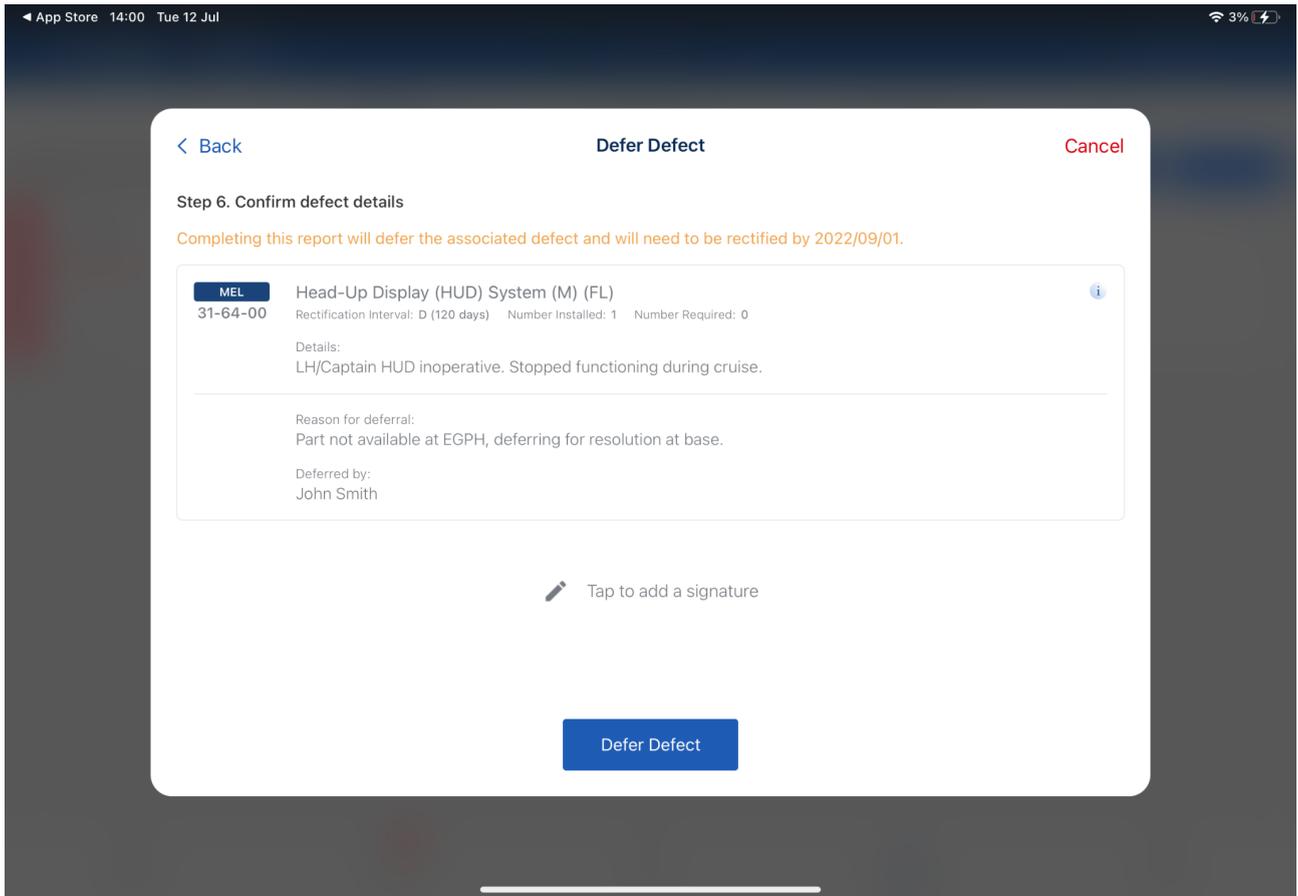
If deferring using an item selected from a Digital MEL, any required procedures will be shown as the next step. These include:

- Operational Procedures
- Placarding Procedures
- Maintenance Procedures

Operational and Placarding Procedures require only to be acknowledged. Any maintenance procedure will automatically be raised against the aircraft as a Scheduled Maintenance Task when the deferral process is completed. As a result, the aircraft will display as **Unserviceable** until the Scheduled Maintenance Task is completed.

You will be able to select **Continue** only once each procedure or warning has been acknowledged.

Completing the Deferral

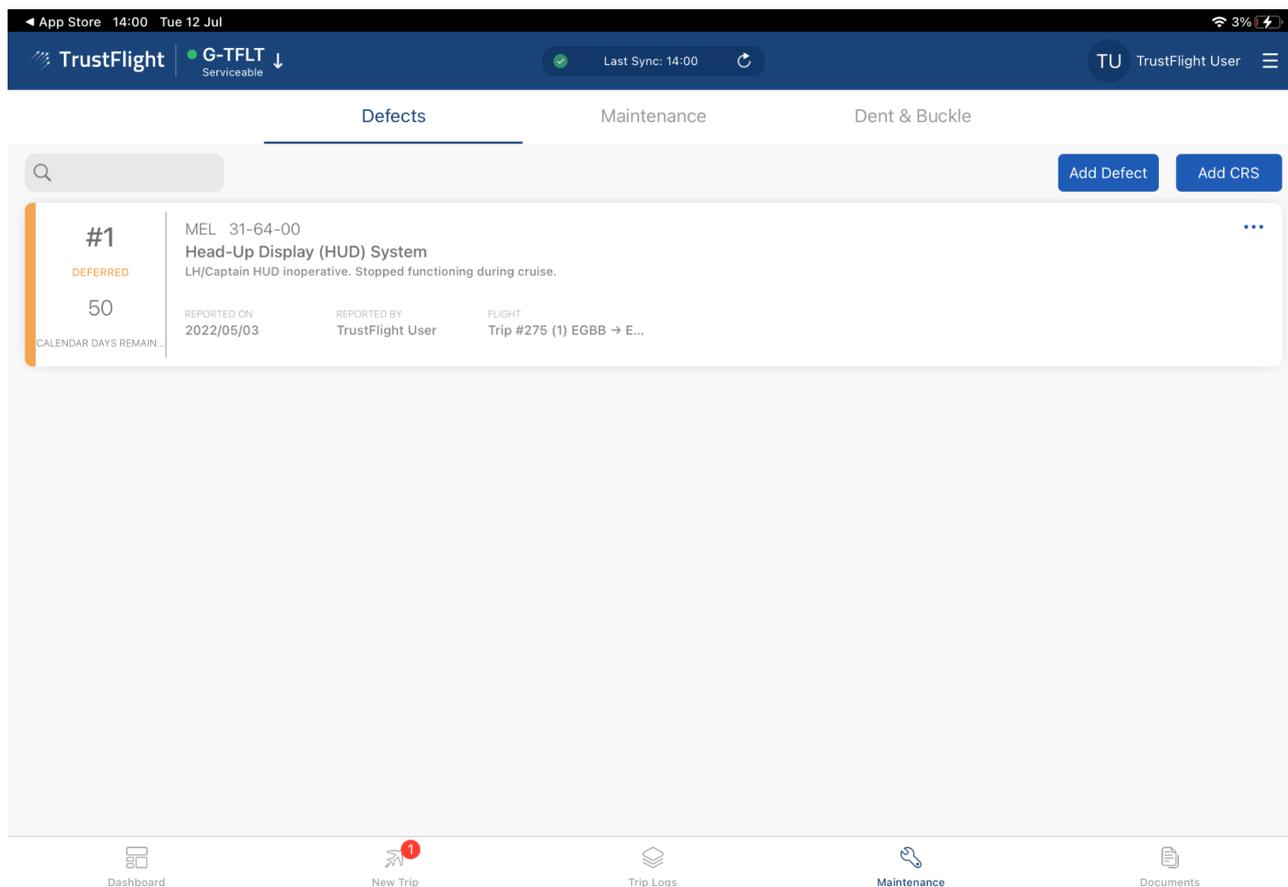


The final step to defer a defect is to acknowledge the summary screen and provide a signature. Either selecting **Tap to add signature** or **Defer Defect** will present the signature modal for signing. Once complete, the defect will be successfully deferred.

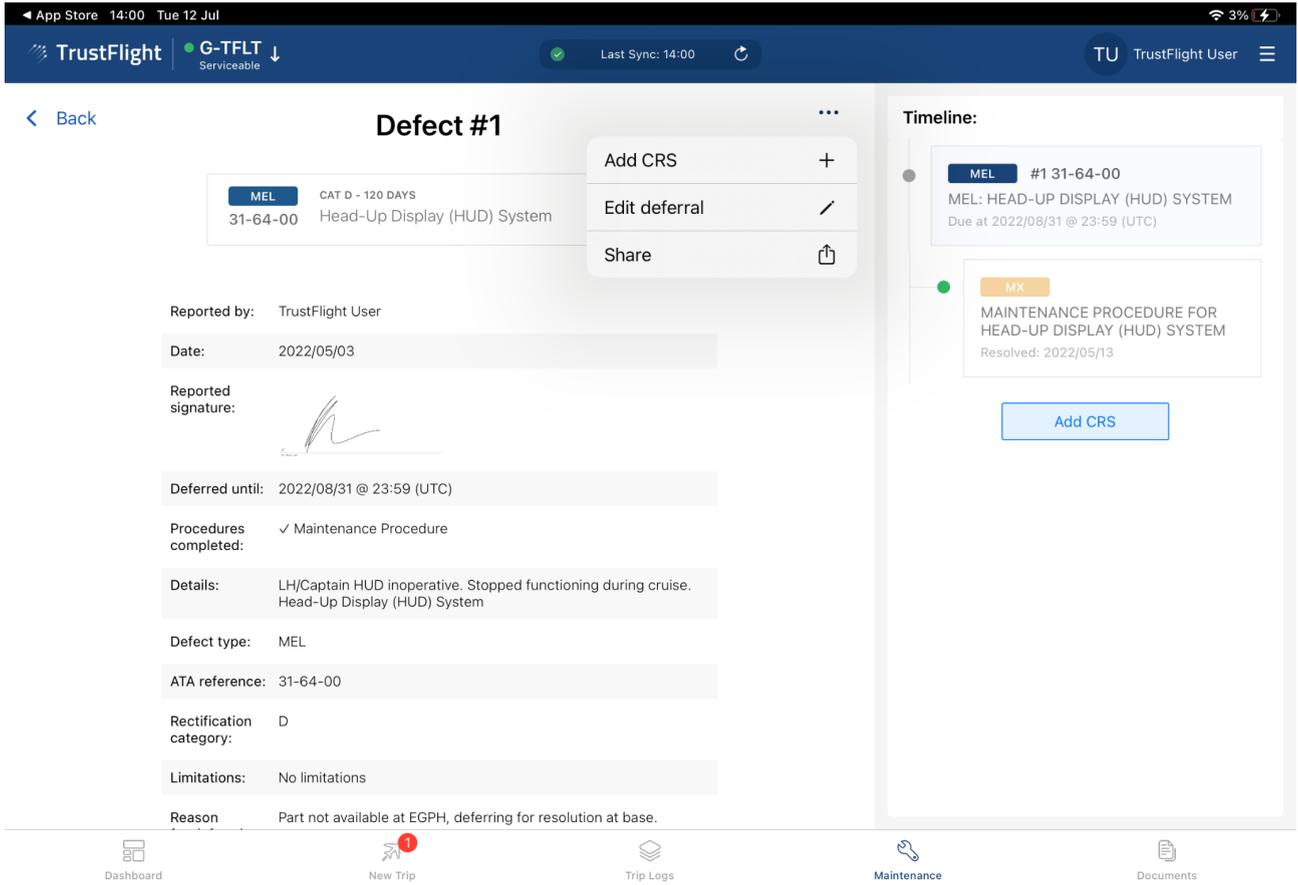
Should any changes be required, selecting **< Back** allows you to return to previous screens in the deferral workflow.

Note that this final step is labelled as **Step 6** here, however, depending on the number of previous steps that were not required, this number will likely be different.

Viewing a Deferral



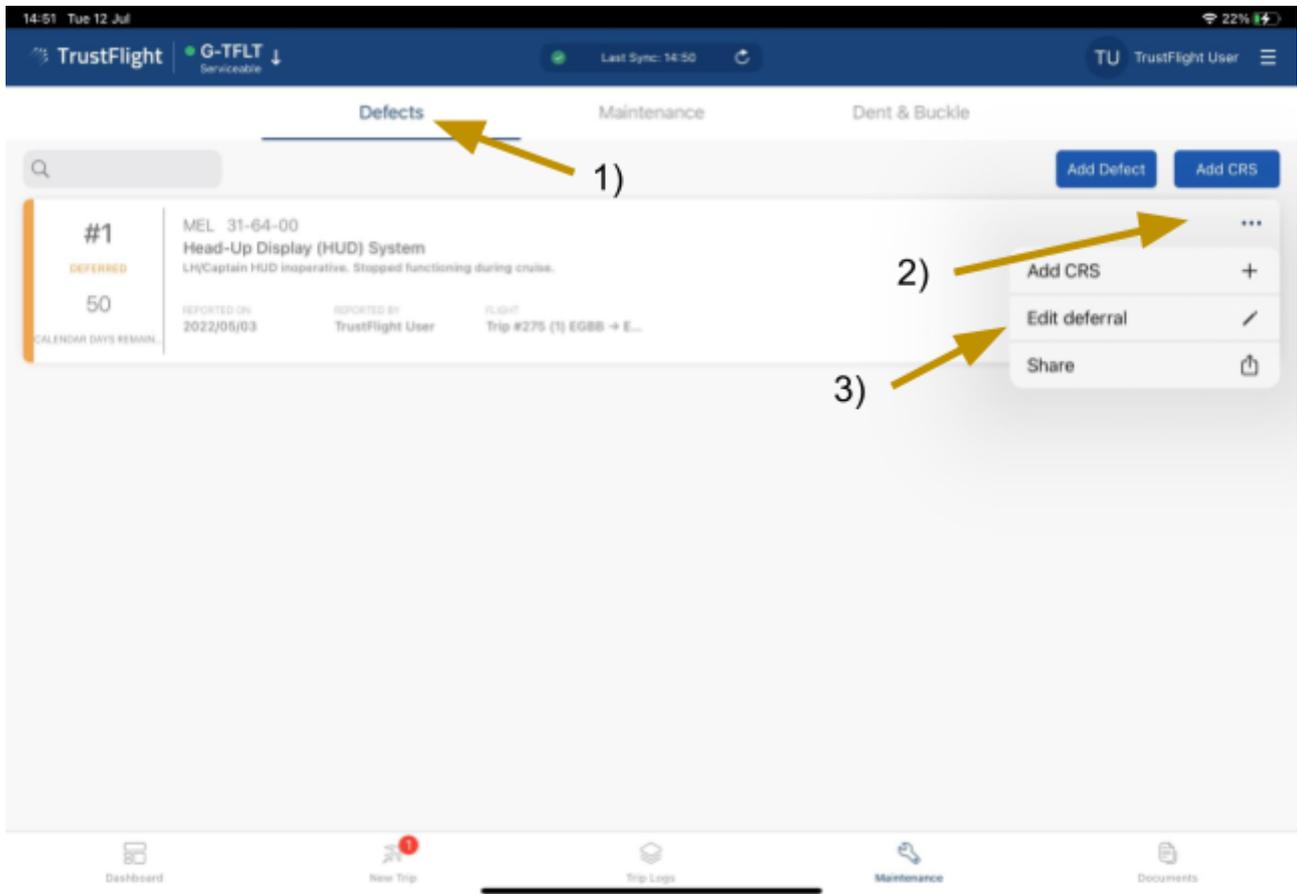
Deferral information can be viewed by tapping on the defect row.



A summary screen is then displayed, containing information from the deferral. The screen will be scrollable if there is too much information to show, and will have separate reporting and deferral signatures.

Editing a Deferral

If the deferral was applied using the process described in this guide, and the defect has not been resolved, a deferral can be edited by using the three-dot menu to re-start the deferral flow:



- 1) From the Maintenance Module, ensure that the **Defects** tab is selected
- 2) From the three-dot menu on the defect you wish to defer,
- 3) Select **Edit deferral**

Please use the instructions from **Select a Deferral Option** above to make changes to the deferral. A new signature will be required prior to saving any changes.

Removing a Deferral

Deferrals cannot be removed using the Tech Log Application. To remove a deferral applied using the procedure defined in this guide, the Web Dashboard must be used. Please refer to TL-UGD-DEF-002 for instructions.

Editing Defect Details after Applying a Deferral

Once a defect has had a deferral applied using the procedure defined in this guide, the original defect cannot be edited. This ensures data integrity as the deferral would have been based on the information present at the time.

Should an issue be discovered after the deferral has been added, the operations team must be informed and the defect can be corrected using the Web Dashboard. Please refer to TL-UGD-DEF-002 for instructions.

Related Documents

- **TL-UGD-DEF-002** Applying a Deferral to a Defect (Web Dashboard)